

iPad User Magazine

PLUS!
Find hidden
features
in iOS

**WORK
ON THE
MOVE.**

Boost your productivity the
easy way with your iPad

Issue 22

HOW TO Use formulas in Numbers;
automate complex tasks; and more!

Welcome

to iPad User Magazine, helping
you to do more with your iPad

The iPad can sometimes be overlooked as a tool for productivity, but it's actually a very powerful way to work on the go. It offers everything from creative and design tools to many advanced custom apps for certain professions – sadly, we can't feature them all! But we are looking at the world of work in this issue of iPad User, and we've got tutorials for a range of common things you might want to do to become even more productive with your iPad. We'll look at using Reminders to ensure you're keeping up with your tasks, using apps more smartly with extensions, customising things like contacts and calendars to make them work better for you, and doing great things with Numbers and Keynote on the go! We'll also look at how the app Editorial can make performing complex operations easy thanks to its automation features.

It's not all work around here, though: we'll also show you how to get access to a huge range of library books to read digitally, how to easily back up your photos for free, and much more!

MATT BOLTON EDITOR



@iPadUserMag

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THE ULTIMATE WATCH HANDBOOK

The *only* guide you need to get the best from your Apple Watch

LEARN HOW TO...

- Master Watch apps
- Create custom faces
- Find secret features



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www.myfavouritemagazines.co.uk/computer



Get alerts with Reminders

Get to grips with digital checklists and never forget the little things

SKILL LEVEL

Anyone can do it

IT WILL TAKE

10 minutes

YOU'LL NEED

iPad, iOS 8



The Reminders app is a place for you to make note of things you need to do. That might be a list of tasks you need to complete at home, things you need to buy next time you go to a supermarket, or things that need to be done to complete a project – in fact, you can do all of these things at the same time, without things getting cluttered, because the app enables you to maintain multiple lists.

Naturally, that Reminders is provided as part of iOS gives it a head start in being able to integrate with various other features of your iPad. Although the app looks very simple, don't let that fool you into thinking that it's just a tool for jotting down notes (that is, after all, what the Notes app is for). For starters, you can assign a due date to any item, and no matter which list the item is stored in, the app also displays due reminders under

Scheduled to help you stay abreast of things without having to dig through each and every one of the lists you've created to check.

Once you've completed a task, all you have to do is tap the circle next to it mark it as completed. Such tasks are then hidden

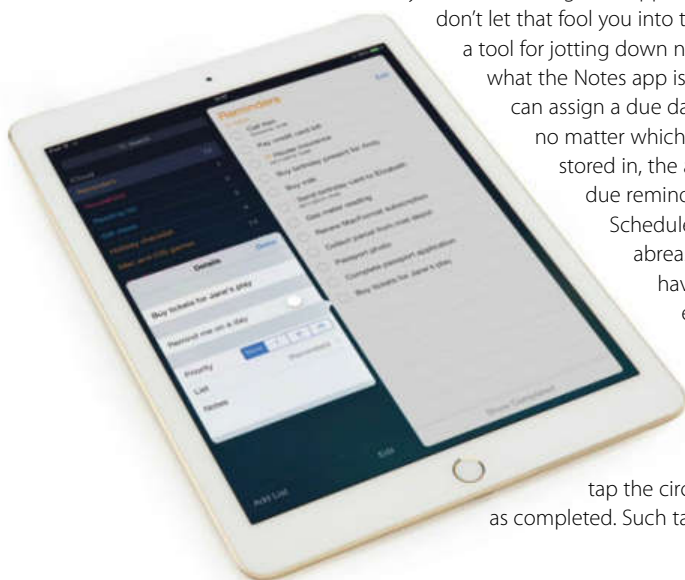
in their list, but they're retained so you can go back and review them, or restore them if you made a mistake. The search bar makes it easy to find the reminder you're after from among dozens or even hundreds of others – but take care: it won't search within notes you've attached to reminders.

As well as organising items into different lists – perhaps one for work and one for home – you can manually reorder items in a list to reflect whatever importance they have to you. Each list can be given its own colour, and you can share them with other people to work collaboratively or as a family.

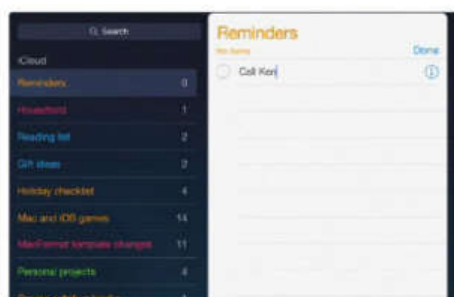
Siri and iCloud integration

The app is integrated with Siri, too, which makes it very simple to create reminders just by dictating them. Thanks to the built-in GPS in an iPad with a cellular connection, you can also set reminders to trigger when you arrive or leave a given location. You can even adjust the size of the geofence around a location – that is, set exactly how close you need to be to the precise location in order to trigger the reminder.

Thanks to integration with iCloud, your lists are available on your iPhone, Mac or wherever you can access icloud.com. Your lists, the items in them, any notes you attach to items and other settings are all kept in sync between your devices. It's easy to sync with iCloud: just make sure you've signed in to the service and switched on Reminders in the list of apps that sync data, in Settings > iCloud – you'll need to do this on each device. All the work is then done for you in the background, so the only thing you really need to remember to carry with you is your iPad or your iPhone.

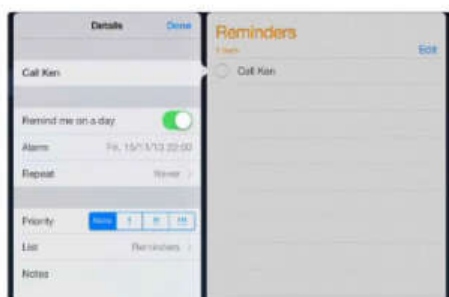


HOW TO | CREATE AND CHECK OFF REMINDERS



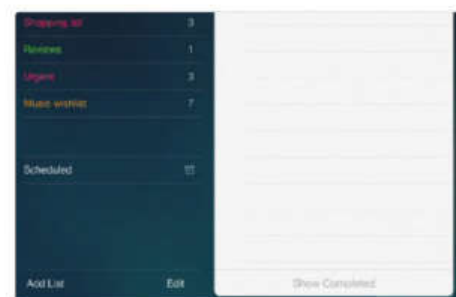
1 A new reminder

Creating a new reminder is simple: open the Reminders app, tap in a blank space in the list, and start typing. If you want to use another list, tap its name on the left. Reminders can be a few words or several lines long, and they can contain letters, numbers and special characters.



2 Edit a reminder

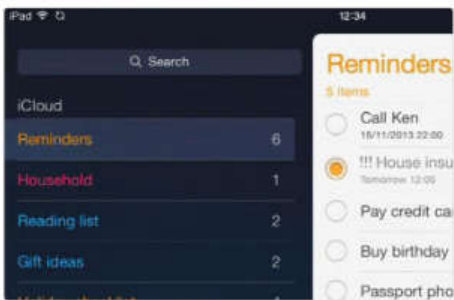
To add details to a reminder, tap the *i* to the right of it; to add them later, tap the item first. You can specify when you'll be reminded, set whether it repeats, and ask to be reminded at a location (on cellular iPads). Add notes, too; if you paste a web address, it will be tappable.



3 Mark as completed

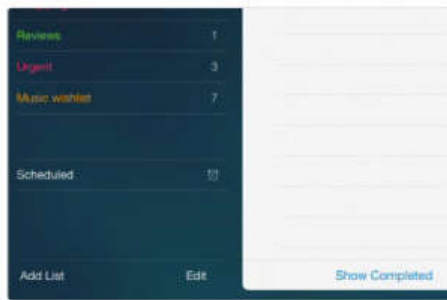
Attended to an item? Simply tap the circle to its left to mark it as completed. It's not deleted, though; tap Show Completed at the foot of the list to see items marked as done. If need be, tap the circle again to mark it as incomplete and restore it to the list.

HOW TO | GET THE MOST OUT OF REMINDERS



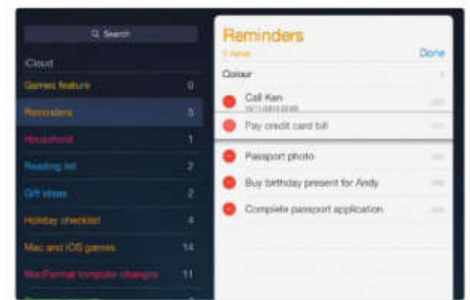
1 Search or view by day

Want to find a reminder? Tap the search bar above your lists on the left, then enter some text from the item you're after (Notes and other details are not searched.) Tap Scheduled (labelled with an alarm clock) under all of your lists to see items scheduled for today.



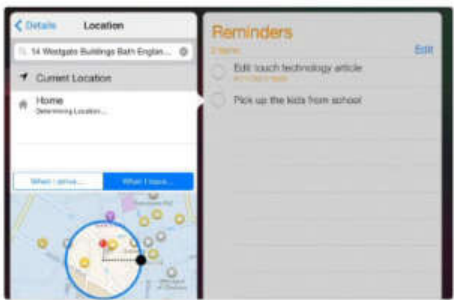
2 Edit lists

To create a new list, tap Add List at the bottom-left of the screen. To view another list, tap its name. To delete an item, tap Edit at the top-right of the screen, then tap the red icon next to the item. Permanently delete completed items by tapping Show Completed before Edit.



3 Reorder items

To reorder items within a list, tap Edit, tap and hold on the little grab handle to the right of the item you want to move, then drag it up or down the list. You can't reorder completed items even if they're visible. To delete the entire list, tap Delete List at the foot of the screen.



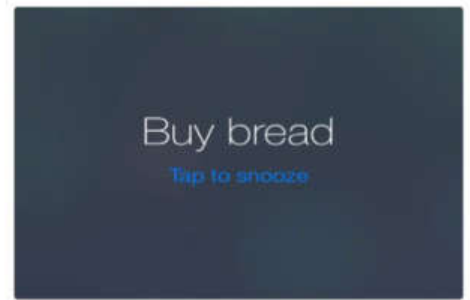
4 Location reminder

Instead of a time-based reminder, or in tandem with one, you can set reminders to trigger when you arrive somewhere or leave it. Tap an item and then the *i* next to it, enter a location, then drag the circle on the map to set how close to the spot you want to be reminded.



5 Ask Siri

Press and hold the Home button and say, for example, "Remind me to buy bread at 10am". Siri will set the reminder: if it's right, tap Confirm or reply "Yes"; if it's not, tap or say "Cancel". You can also dictate anywhere you'd type: tap the mic key to the left of the spacebar and speak.



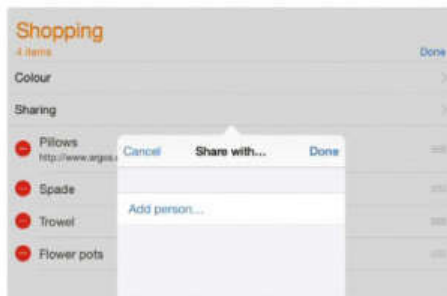
6 Set notification style

How reminders appear is controlled by your choices in Settings > Notification Centre. Make sure Reminders is in the 'Include' list, and tap its name to change its look. The audio alert that accompanies reminders can be changed in Settings > Sounds.



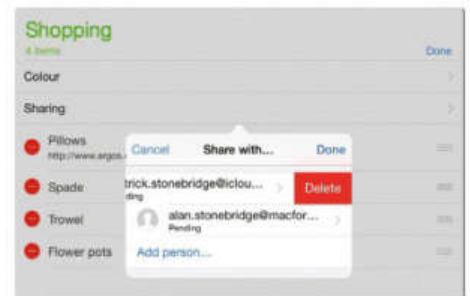
7 Distinguish your lists

While viewing one of your lists, tap Edit, then Colour to manually assign one of seven to it. Although you can't mix new colours or give them meaningful labels, nonetheless this gives you a chance to come up with a scheme that guides you quickly to whichever list you need.



8 Share a list

Lists can be shared with other people who own Apple devices or have an [icloud.com](http://www.icloud.com) account. Once again tap Edit, then tap Sharing. Next, tap Add Person and enter the Apple ID of someone you want to share the list with. They'll get an invitation by email and in a notification.



9 Manage sharing

Tap Edit then Sharing at any time after sharing a list and you'll be able to see who has accepted their invitation. Anyone can add or delete items, or mark them as complete, but you retain control over the list of contributors; swipe left on a person to stop sharing with them.

Tailor Mail, Contacts, Calendars

Make it easier to stay in touch and organise your day with these settings

SKILL LEVEL

Anyone can do it

IT WILL TAKE

30 minutes

YOU'LL NEED

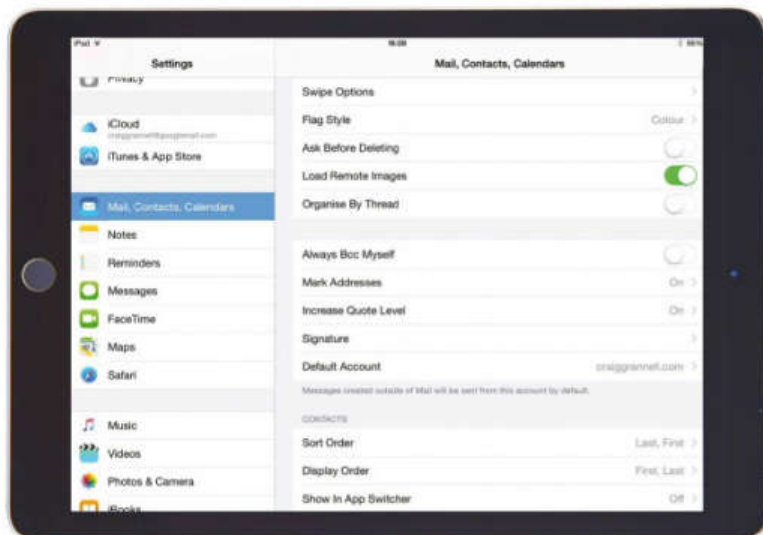
iPad, iOS 8



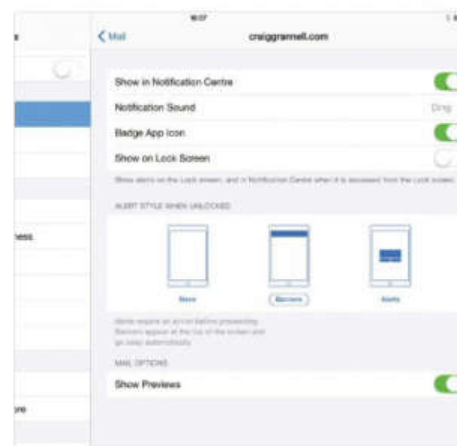
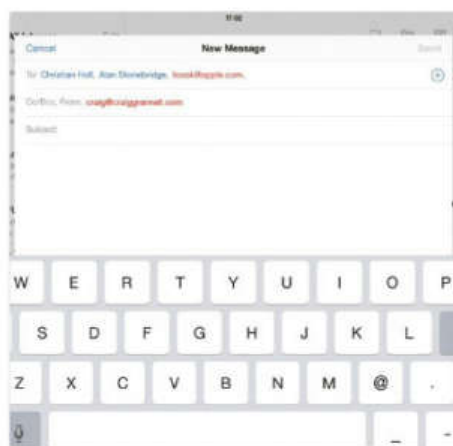
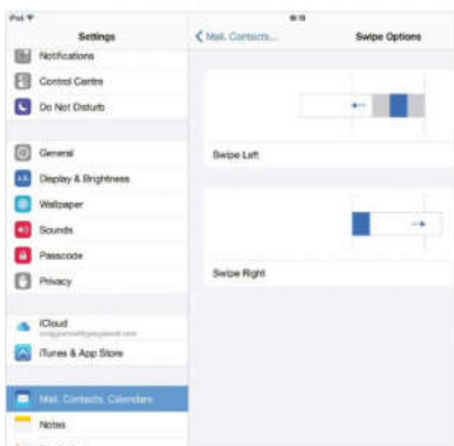
Although the apps on your iPad don't typically provide the same level of options and flexibility you'd expect on a computer, that doesn't mean they are bereft of such things. In the 'Mail, Contacts, Calendars' section of the Settings app, there are plenty of options you can use to adjust the way these three apps work.

Some settings may seem trivial, but they can make a big difference to how you use an app, and also how quickly you can perform certain actions.

In these walkthroughs, we explore options there that we think are the most important to your productivity, though we'll also look a little further to show things you might overlook.



HOW TO | FINE-TUNE MAIL



1 Set swipe options

By default in Mail, swipe right on a message and you mark it as read. Swipe all the way left and you delete/archive it, or you can access the More and Flag options by swiping a shorter distance left. You can easily edit these gestures using 'Swipe Options'. Swipe Left can be changed to Mark as Read if Swipe Right is not already using it, for example; while the latter can be changed to Flag or Archive.

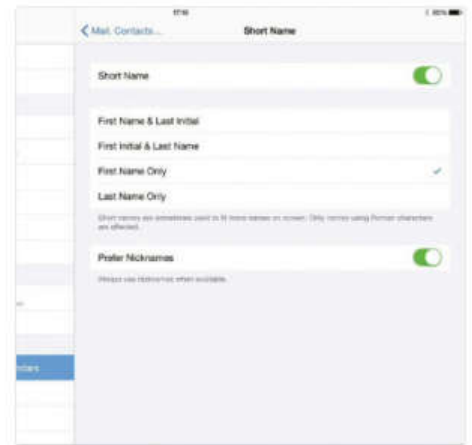
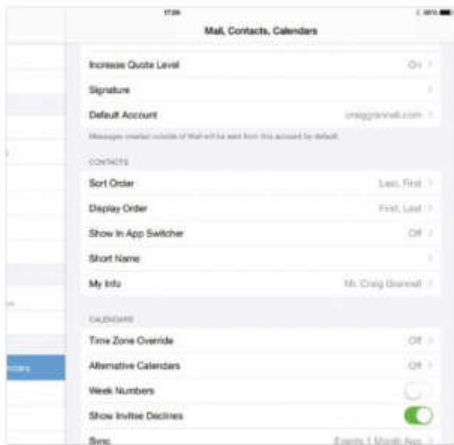
2 Mark addresses

This feature is essential if you work in a corporate environment where you'd get thrown to the wolves for accidentally emailing the wrong people. In 'Mark Addresses', you type domains (such as your company's) in a comma-separated list. When composing a message, addresses not matching that list are displayed in red as a warning. Only addresses ending in your specified domains will be in black.

3 Define notifications

We're going to step into a different area within Settings: Notifications. Scroll down to and select Mail. You can choose the maximum number of messages that appear in Notification Centre, select an alert sound, toggle whether emails show on the Lock screen, and set the alert style that's used when you unlock your iPad. Switching 'Show Previews' off stops the subject and message body being shown.

HOW TO | ADJUST CONTACTS SETTINGS



1 Sort and display orders

There are two settings in Contacts that determine how names are shown: Sort Order and Display Order. These have the same options: 'Last, First' and 'First, Last'. Sort Order defaults to the former and Display Order to the latter. Swap these round if you like to browse lists by first names, or refer to people by surnames like you're a cop or military.

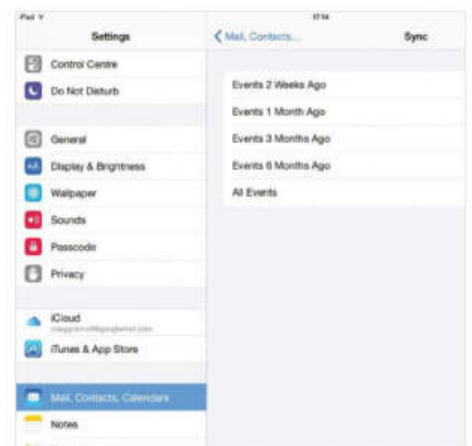
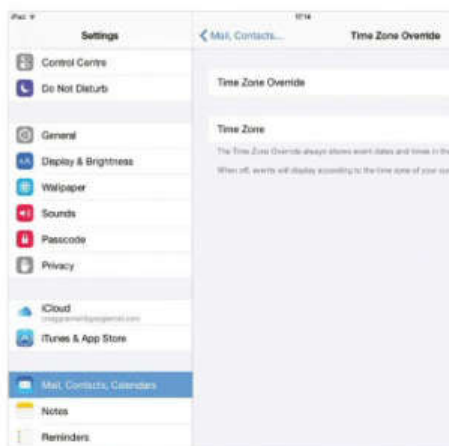
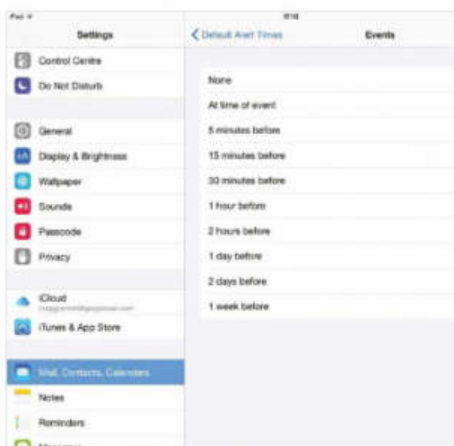
2 Show in App Switcher

In the Contacts section, find Show in App Switcher, select it and turn Recents on. When you double-click the Home button to access the App Switcher, you'll now see icons for people you've had recent conversations with. Tap one to show buttons that provide various means of contacting them. Tap one of these buttons to launch the relevant app or service.

3 Set short names

The 'Short Name' options typically exist for two reasons: when there's not enough space to fit someone's entire name within an app's interface (such as Messages threads, above), and to make your iPad experience a little friendlier. Using the options, you can determine the kind of short name used – first name only, first name and last initial or even their nickname.

HOW TO | CUSTOMISE CALENDAR



1 Define some defaults

In order to speed things up in Calendar, you can set defaults for commonly used options. Under Default Calendar, choose from your existing calendars. This will then be the initial setting for new calendar events – handy if you mostly use a 'work' calendar, but your iPad's been selecting 'home'. Default Alert Times define how far in advance you want to be reminded of upcoming birthdays, events, and all-day events.

2 Use time zone support

If you're heading to a different time zone, Calendar gives you the option to automatically adjust the time and date of any 'home' events you've already set. Setting Time Zone Override to On means they'll be appear as you originally set them. Setting Time Zone Override to Off will mean they're automatically adjusted to the time and date where you currently are – handy for international calls and virtual appointments

3 Set up syncing

Under Sync, you can determine how far back Calendar will sync the events that are displayed on your iPad. You get a number of options ranging from Two Weeks Ago to Six Months Ago. If you want to hide most of them, go for the shortest option. To get all the data back on your iPad, choose All Events. If you use iCloud, events will sync in the background. Or if not, the next time you sync your iPad to iTunes.

Master extensions

Do more on your iPad with extensions

SKILL LEVEL

Anyone can do it

IT WILL TAKE

10 minutes

YOU'LL NEED

iPad, iOS 8, an app that provides a Share or Action extension



A long-standing complaint about iOS is the tight degree of control that Apple exercises over what apps are able to do. Those restrictions have been relaxed in iOS 8 to allow apps to extend the system's capabilities in carefully defined ways. This means you aren't reliant on Apple adding support for a particular social network to be able to share something directly to it, and kludgy workarounds such as special bookmarklets that send a web page to an online service are no longer necessary.

Extensions enable photo-editing apps to make filters and tools available within the Camera and Photos apps. Information from apps can be displayed in widgets in Notification Centre's Today view,

and acted upon from there. New keyboards enable entirely new input methods to be used, which can make life easier when typing into forms, for example. The ability to share a page to new places and perform new actions upon it, such as translating it between languages, that is particularly relevant in Safari, so we'll show you the feature there.

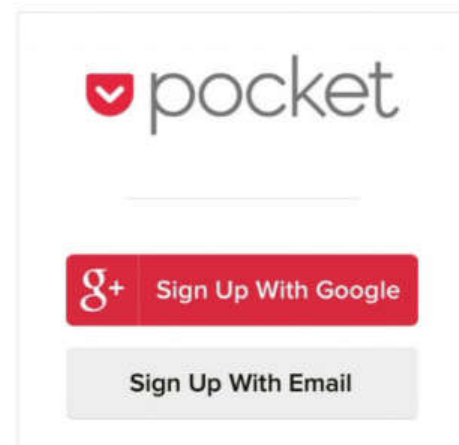
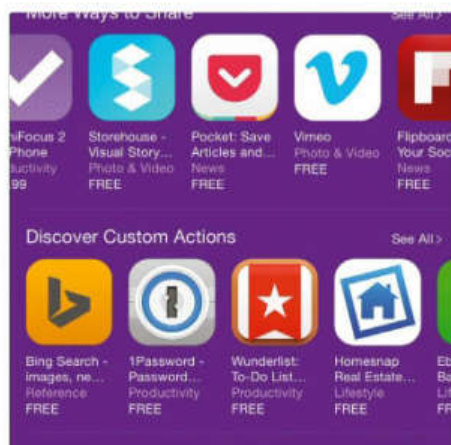
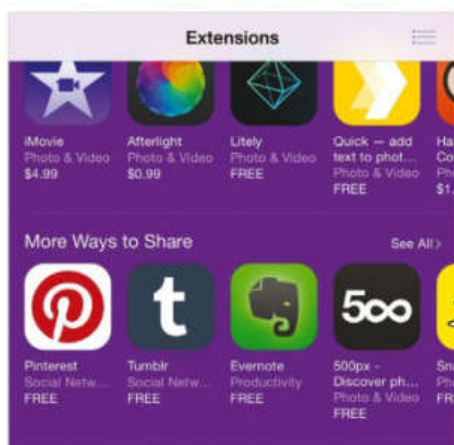
We'll show you where to find some of the most popular apps that add extensions, plus how to activate and manage them.

Extensions mean you aren't reliant on Apple adding support for new social networks



Extensions allow you to add new destinations for sharing things and actions for processing them to the share sheet that appears in many of iOS's built-in apps and third-party ones, too.

HOW TO | FIND EXTENSIONS



1 Finding extensions

There's no Extensions category in the App Store because apps of all kinds include them. Apple showcases good examples at <http://apple.co/1K19ejo>. If you have a recent version of something there, you also have its extension, but you may not like an extension forcing its way onto the sheet that appears when you tap a Share button, so turning it on is left to you.

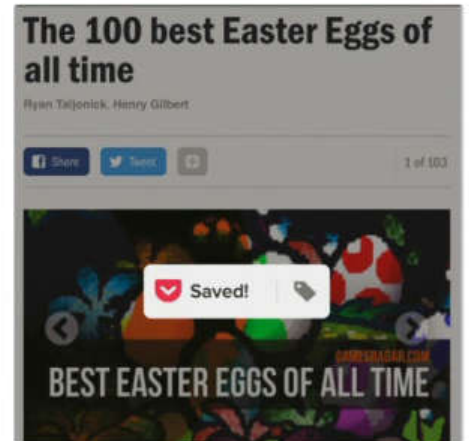
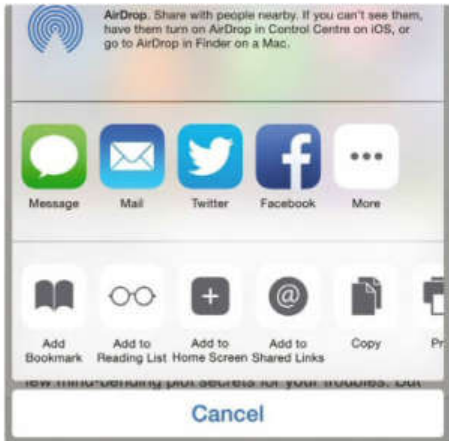
2 Extensions for sharing

Apple's curated selection is organised by the types of extension. Scroll each row horizontally to see highlights, and tap See All towards the right of any row for more. The bottom two groups contain Share and Action extensions, which is where you should look to add support for social networks and online services not accommodated by iOS itself.

3 Install an extension

Pocket is a bookmarking service similar to Safari's built-in Reading List but with some organisational features that Apple's offering lacks. Download it now. That's all that's required to get an app's extension on your iPad. Using this one requires an additional step, besides turning it on: open its app and follow the prompts to sign up for the free online service.

HOW TO | MANAGE AND USE EXTENSIONS



1 See what's available

After signing in through the Pocket app, visit a page in Safari and tap the Share button in the bottom toolbar. In the Share sheet, Share extensions appear in the middle row. They might send the page to an app or an online service, or post a link to it on a social network. Tap the More button at the far right of the row for a list of all available Share extensions on your phone.

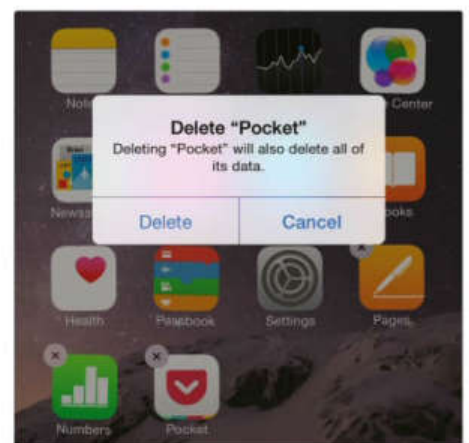
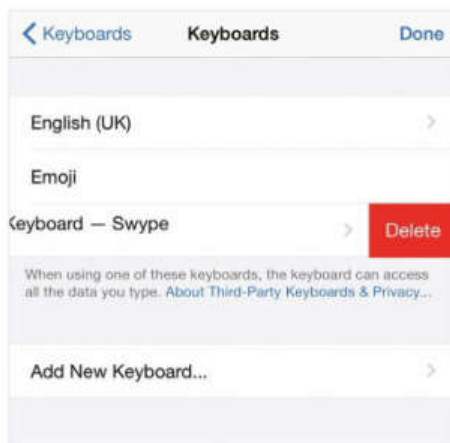
2 Turn on and rearrange

Switch on Pocket to make its extension appear in the Share sheet. Tap-and-hold on the rightmost icon in each line (the one with three lines), then drag up or down to change the order of enabled extensions in the Share sheet, saving you having to swipe to reach the extensions that you will use most often. You might also turn off any you don't care to use (see below). Tap Done.

3 Try it out

Now tap Pocket's icon in the middle row of the Share sheet to save the current page to your account. On the right-hand side of the confirmation that appears in the middle of the screen, tap the tag to assign keywords – helpful if you save lots, and on different subjects. Open the Pocket app and it'll download the page you bookmarked so it can be viewed while offline.

HOW TO | DISABLE AND REMOVE EXTENSIONS



1 Disable extensions

If you decide to try out (say) a rival to an online service because it promises additional features, you can temporarily disable the extension for your existing service without removing it altogether. With the alternative app installed, go back to the Share sheet and tap More. Switch off the old extension, and enable the alternative you want to evaluate.

2 Disable keyboards

Keyboards can be hidden from the list that appears when the smiley face/globe key is held down. Go to Settings > General > Keyboards, tap Keyboards at the top of that page, swipe right to left on the one to disable, then tap Delete. (Don't worry, this won't delete that keyboard from your iPad.) Tap Add New Keyboard... on the same page to re-enable it.

3 Remove extensions

Extensions are properly removed from your iPad only when you remove the app they came with. Tap-and-hold on the app's Home screen icon, then tap the cross that appears at its top-left corner. If you later reinstall the app, iOS remembers whether its extensions – including keyboards – were turned on, but it may forget about your chosen order for them.

Beam Keynote to Apple TV

Show your iPad presentation on Apple TV – with real-time annotations

SKILL LEVEL

Anyone can do it

IT WILL TAKE

15 minutes

YOU'LL NEED

iPad, Keynote for iPad, Apple TV, television or projector



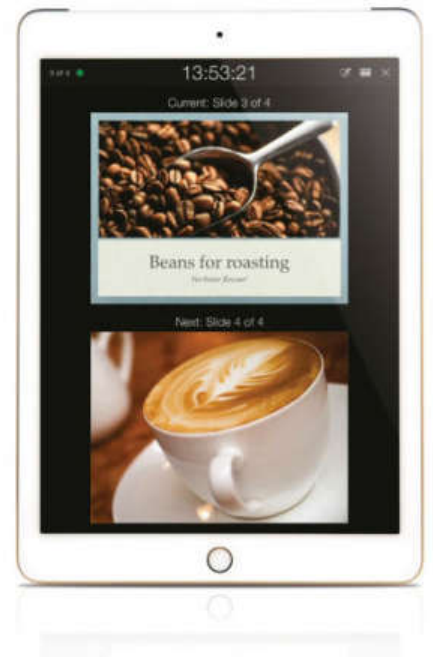
Keynote is an app particularly well suited to iPad. The landscape screen orientation and ease with which you can enter and edit text, pictures and transitions mean it's perfect for working on presentations even when you're on the move.

Traditionally though, you would have had to take a laptop and hook it up to a projector to show the presentation to a group of people. But with Keynote for iPad, plus an Apple TV, it's even easier, with no compatibility issues to worry about. The Apple TV itself is very portable, much more so than a projector.

The two devices need to be on the same wireless network, though

you can create an ad hoc one from a laptop or phone if necessary. And the Apple TV will need to be connected to a TV or perhaps a projector, to work this way.

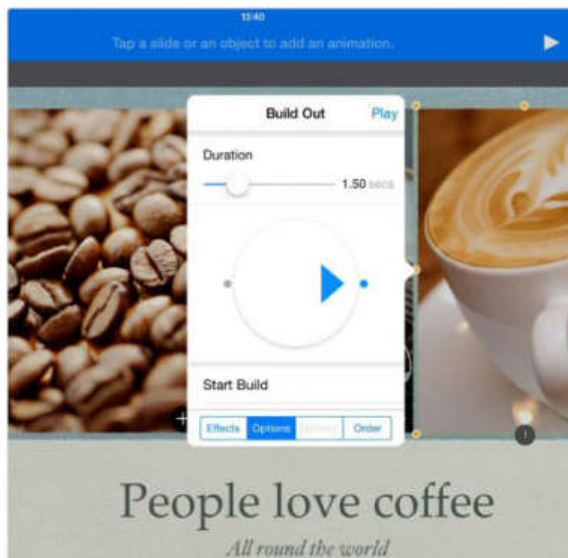
Once you have built your presentation, the trick is to activate AirPlay Mirroring on the iPad to the Apple TV. Thanks to the way Apple has built the app, this won't merely mirror the screen but will actually send a specially configured signal to the Apple TV and display your presentation correctly on the big screen. Even better, Keynote has tools to let you annotate and control the presentation in real time, so you can use the iPad as a presenting tool rather than just a beaming device.



HOW TO | BEAM YOUR PRESENTATION

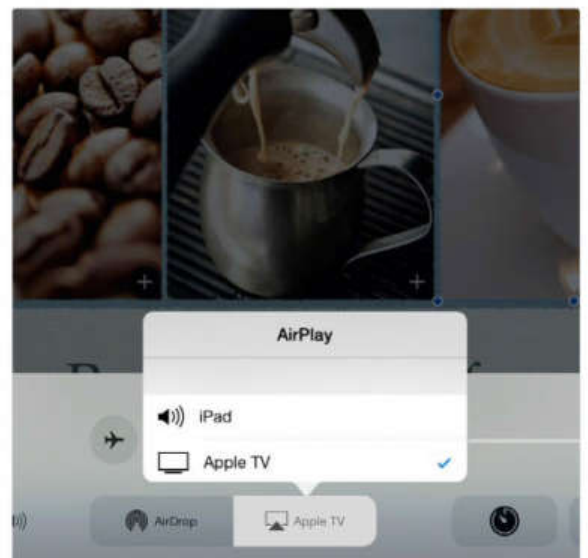
TOOL SCHOOL

The app only works in Landscape mode when you are creating your Keynote presentation, and this is the same for the content that you beam to the Apple TV. During presentation, however, you can switch the iPad to Portrait mode to show more content at the same time on your device.



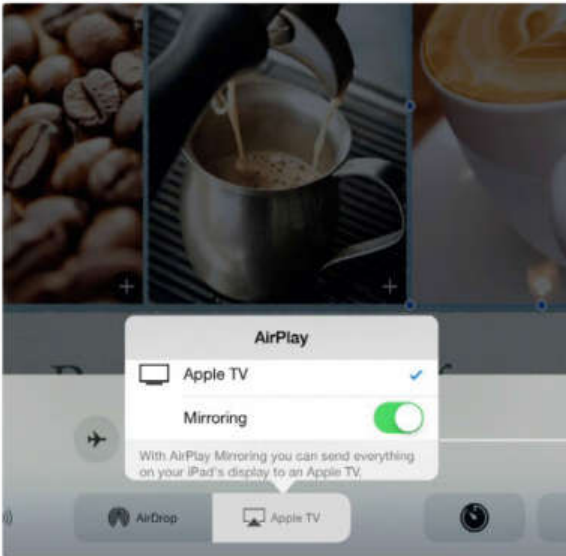
1 Create your presentation

Build your presentation in Keynote for iPad. Naturally you'll want to test it before it goes before an audience, so you can use the play controls at the top-right corner of the screen to run it locally on the iPad. Any object or text can be tapped on to edit, move or add transitions. You may also want to export a Keynote project from your Mac or open it directly from iCloud on the iPad using Handoff.



2 Activate AirPlay

On your Apple TV, go into Settings and choose the AirPlay option. Make sure AirPlay is enabled and create a password. In the home this might not be necessary, but in a public venue it's a good idea, to stop anyone hijacking your AirPlay feed from their own device, even by accident. On the iPad, swipe up from the base of the screen to open Control Centre, tap AirPlay and you should see the Apple TV.

HOW TO | BEAM YOUR PRESENTATION (CONTINUED)**3 Mirror the signal**

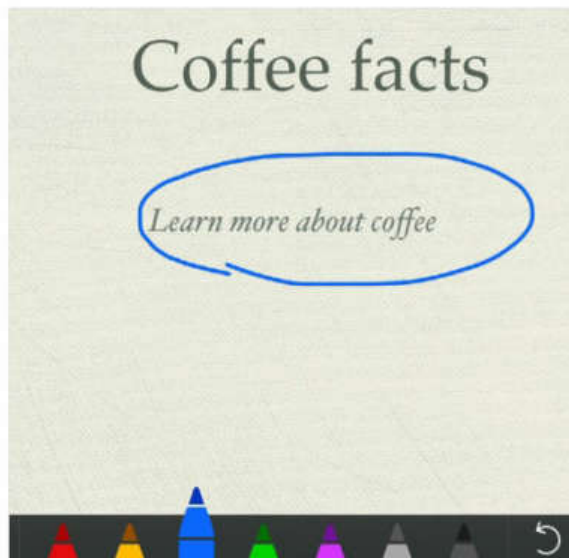
If you have set a specific name for the Apple TV it should appear, but it may just be called Apple TV. Stay in the Apple TV menu and scroll it down a little. You will see an option called Mirroring and you need to activate this by tapping it. This tells iOS to send the whole output of the iPad to the Apple TV. In this case, Keynote is designed so that it will know to display your presentation in the correct format.

**4 Play the presentation**

You should now find that your iPad screen is displayed via the Apple TV on the big screen to which it's connected. It's only when you play the presentation using its Play button, however, that it will become fullscreen on the Apple TV, so it's worth only switching the main screen on when you're ready to present. Tap Play and the presentation begins. You even get a handy time display at the top.

**5 Modify your view**

Helpfully, what Keynote displays on iPad and the Apple TV can be different. The Apple TV will always show the presentation, whereas the iPad can show you different views such as the next slide, notes and even alternate orientations. So you can use the iPad to keep track of where you're up to without showing that to your audience. This is really useful and means you can do away with reams of paper notes.

**6 Annotate slides**

You can make annotations in real time. Tap on the pen icon in the top-right corner for a selection of coloured pens to draw on slides with. The pen symbols are not shown on-screen but the results of drawing with your finger are. It's a useful way of emphasising points mid-presentation without going back into edit mode. Annotations can be quickly removed with the Undo icon next to the Done button.

USE AN AD-HOC NETWORK

If you are presenting in a public venue it's likely there could be no wireless network, or at least none that you have access to. In this case it's quite possible to use any Mac or iPhone to create an ad-hoc network complete with password. Then on the Apple TV and iPad, join this network and everything should work fine.

JARGON BUSTER

Mirroring usually means sending an exact replica of your iPad or iPhone's screen to the Apple TV. In some apps, however, it can send a specially modified version of the signal to just display a video stream, for example – or in this case, a presentation.

Master formulas in Numbers

Discover how to easily power up your spreadsheets with formulas

SKILL LEVEL

Anyone can do it

IT WILL TAKE

20 minutes

YOU'LL NEED

iPad, iOS 7, Numbers



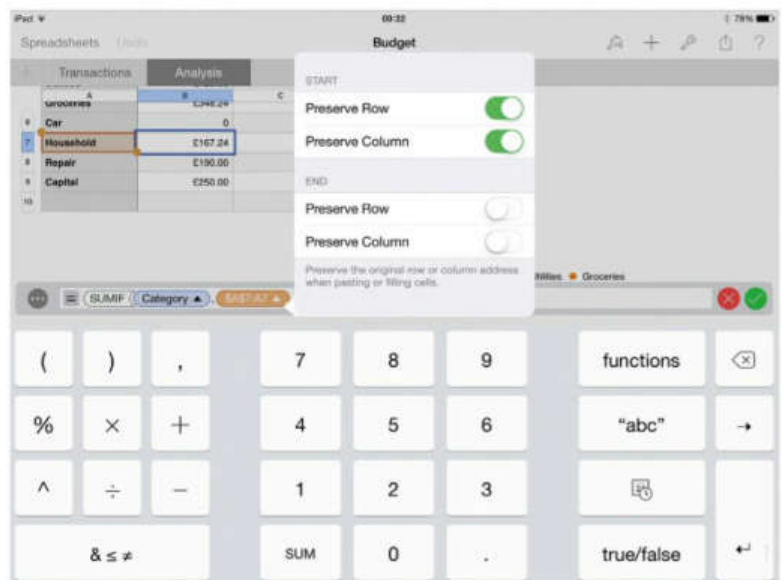
Formulas play a key role in every Numbers spreadsheet. They allow you to perform both simple ('2+2') and more complex calculations, such as one based on the content of specific cells that meet a certain condition. Either way, they transform Numbers into something very powerful and versatile.

The key rule to entering formulas in any spreadsheet is to make sure you precede it with an equals (=) sign, so Numbers knows to interpret it as such. Tap the grey = button in the entry box and Numbers will reveal the formulas and functions keyboard, split into three sections: operators, numeric keypad and advanced options.

Auto updates

The step-by-step guide opposite walks you through the fundamental basics of creating and using simple formulas. It's worth noting that formulas based on the content of specific cells automatically update when you make changes to any of the cells they reference. If you copy and paste a formula to a different cell, it'll update its cell references to reflect its new position too. You can change this by instructing Numbers to make part or all of the cell reference absolute, by placing a \$ sign in front of the relevant reference (column, row or both).

To add these, tap the ^ button next to the cell or cell range in question in



By default, all cell references are relative – use the \$ character to make part or all of them absolute.

Numbers also supports advanced mathematical functions – these are predefined formulas

the input box, then use the Preserve Row and Preserve Column sliders to choose which references should be absolute. Flick either or both switches to see the cell reference update – for example, A1 becomes \$A1, A\$1 or \$A\$1.

Numbers also supports advanced mathematical functions. These are basically predefined formulas, and Numbers has more than 250. You encountered your first function when inserting SUM, which adds up consecutive cells in a row or column. Similar functions include AVERAGE (returns an average of the selected cells) and FREQUENCY (used to display the number of times a specific value occurs in a range of cells).

To get started with functions, tap the functions button in the calculator. You'll see a list of categories, from Date and Time to Statistical – tap one to explore its contents. Tap the 'i' button next to a function for a definition, breakdown of

its component parts (syntax) and an example of it in use.

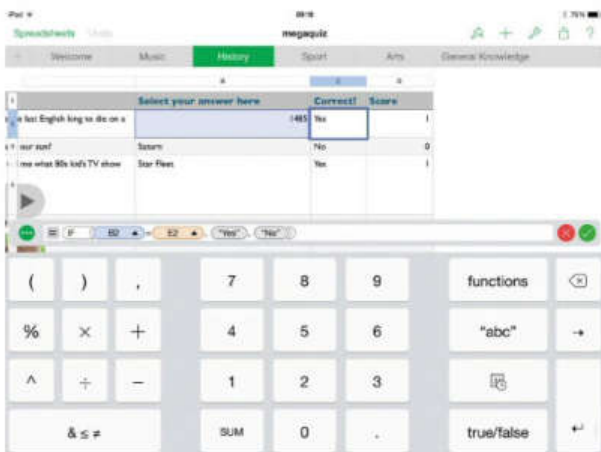
Tap a function to select it, and it'll appear in the formula bar with the required syntax in place, with the first component highlighted in blue. You then simply replace this with the required data – cell references perhaps, or maybe a specific value – and move on to the next part of the syntax. Once done, and if entered correctly, you should see the result appear.

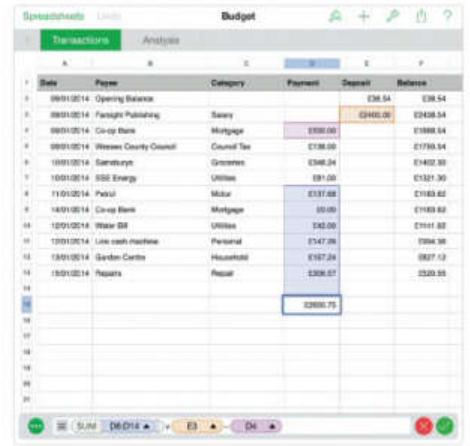
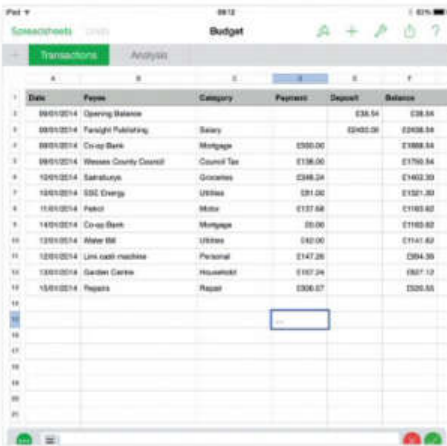
Conditional functions

We'll finish by looking at two incredibly useful conditional functions, which take into account the content of the cells you select before performing a calculation. First up is SUMIF, which returns the sum of a selected group of numbers that meet a specific condition. For example, =SUMIF(A1:A5, ">100") will only add up those cells that contain a number greater than 100, so if your cells contain 75, 96, 101, 147 and 269 it will ignore the first two cells to return 517.

A related function is IF, which displays one of two values depending on whether or not the condition is met – for example, =IF(E2="Doctor Who", "Correct", "False"). It's a key building block should you ever want to design, say, a quiz in Numbers.

Here we've used the IF function to tell people if the answer they enter in a quiz is correct or not.



HOW TO | INSERT A FORMULA INTO YOUR SPREADSHEET**1 Your first formula**

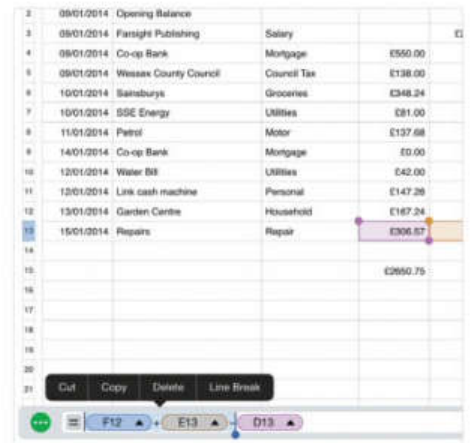
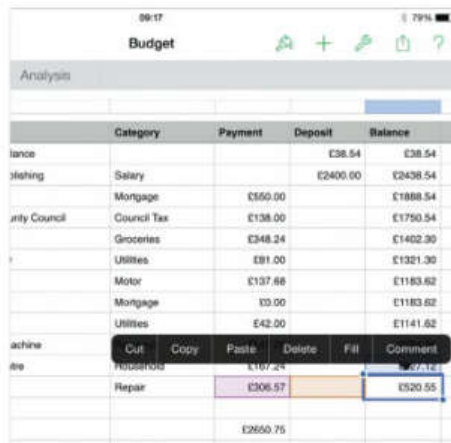
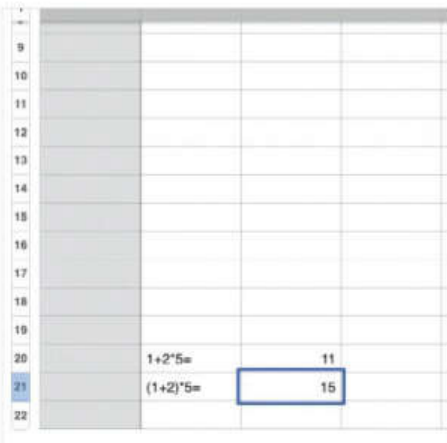
Let's say you have a column of numbers that you'd like to add and present as a total at the bottom of the column. Numbers offers a shortcut function to doing this: first, double-tap the first empty cell at the bottom of the column. When the keyboard appears, tap the grey = button next to the input box to indicate you wish to enter a formula into the cell. You'll see the keyboard change – tap the SUM button and Numbers will produce the required formula.

2 Adjust cell selection

You'll see the formula expressed something like SUM (D2:D15). The cell reference part is colour-coded, and you'll see the cells it refers to are highlighted in the same colour for easy identification. You'll also see drag handles around the cell selection, allowing you to tap and drag the selection to include additional cells or remove existing cells. You'll see the formula update, but the value won't change until you tap the green tick button.

3 Add more cells

Add cells that aren't adjacent to your original selection by simply tapping them – you'll see they're added separately to the formula, and coloured differently too, again for identification purposes. If you accidentally add the wrong cell, tap its reference in the formula box to highlight it, then tap the backspace key to remove it. By default, all cell values will be added to the formula unless you tap the subtract, divide or multiply key before selecting.

**4 Using brackets**

If you're performing multiple mathematical operations within a formula – for example, adding two figures and then multiplying a third – the multiplication and division are performed before any addition or subtraction. So if you type $=1+2*5$, the result will be 11, not 15. To force Numbers to perform addition and subtraction before multiplication, enclose them in brackets, so type $=(1+2)*5$ instead to get the result you're looking for.

5 Copy and paste

To copy and paste a formula from one cell to another, simply tap the cell once to select it, then choose Copy. Tap the target cell and choose Paste. Select Paste Formula to paste the formula, or Paste Values to paste its result. By default, all cell references are relative, referring to the cells around them. That means if you copy and paste the formula into an adjacent cell, it'll change to reflect its new position – so A1 might become B1 or A2, for example.

6 Selective copy/paste

If you only want to copy part of a formula to another cell, double-tap the formula to view the formula in the input box with the formulas and functions keyboard. Either double-tap part of the formula to select it, or double-tap in some empty space to select all of it, then use the drag handles to select the specific part you want before tapping Copy. Now double-tap the target cell, tap '=' to input a formula and finally double-tap and choose Paste.

Automate tasks with Editorial

Master this hugely powerful text editor and automation tool for iPad

SKILL LEVEL

Could be tricky

IT WILL TAKE

1 hour

YOU'LL NEED

iPad, Editorial,
a Dropbox account
(for our example
workflow)



At its simplest, Editorial is a text editor that supports Markdown, the plain text formatting syntax that's gained in popularity in recent years and is supported by WordPress, among others.

However, there's much more to it than that. Editorial enables you to automate repetitive tasks by creating reusable workflows. There are three ways you can add workflows in Editorial: by scripting them from scratch in Python; by putting Actions together in sequence, a bit like

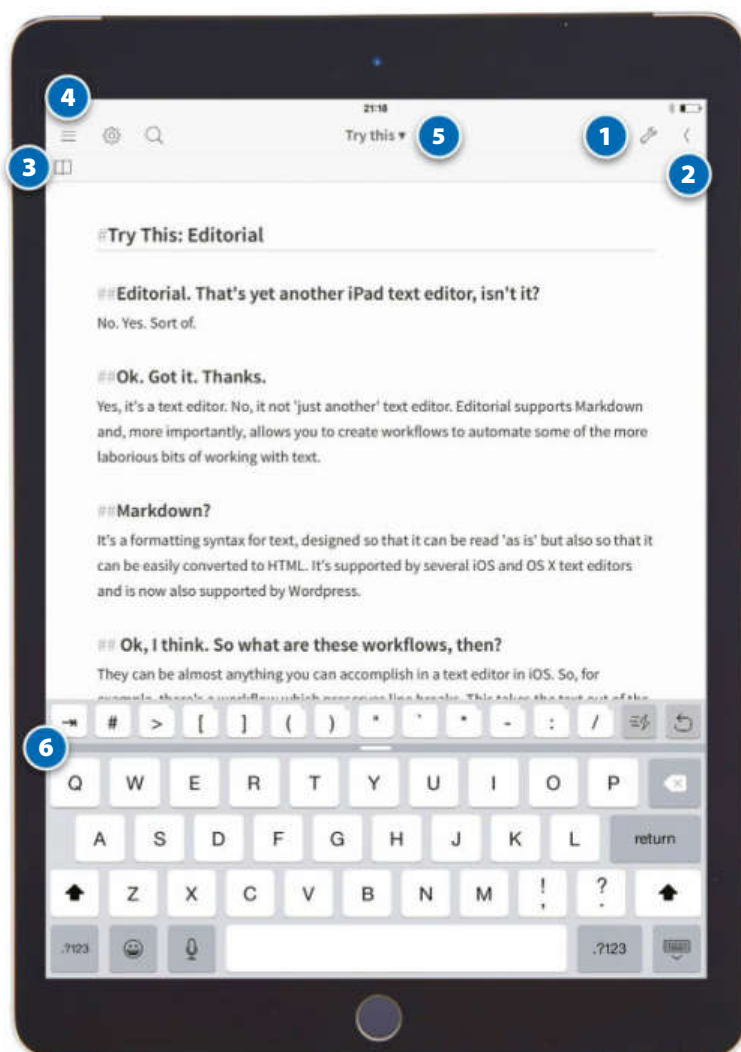
Automator; or by importing workflows created by others.

Most of us lack the skills to take the first option, but the latter two are reasonably straightforward. Having been around for a couple of years, Editorial has a core of devotees who produce workflows and make them available for use, so you may not need to create your own at all.

As well as text, workflows can process images. The one we'll build quickly adds an image from your Dropbox folder to an Editorial document.

Editorial allows you to automate repetitive tasks by creating reusable workflows

VISUAL GUIDE | EDITORIAL'S MAIN SCREEN



Behind these icons lie some very powerful tools indeed – here's what they do

Editing workflows

1 Tap the spanner to see a list of available workflows. From here, you can import more of them or create your own. You can also remove workflows you don't need. You can change a workflow's name and icon, tag it and share it.

Switch documents

4 This is where you open a document, either stored locally or in Dropbox. You also create new Markdown or text documents from here. Documents can be sorted by name or date, and organised in folders.

Extended views

2 This arrow accesses a screen where you can preview the current document, view Editorial's comprehensive documentation, access the Console and Scratchpad, and visit web pages in Editorial's built-in browser. The Scratchpad enables experimentation with Python to create workflows.

Document details

5 Tap on the title of a document to see details of its word and character counts. You'll also see an outline of the document, generated from Markdown headings. Tap the pencil icon that appears to the right of the title to edit it, or the Dropbox icon (if it's a local file) to copy it to your Dropbox account.

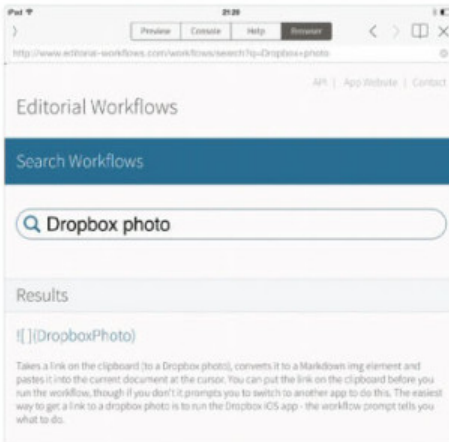
Bookmarks bar

3 If you have a few workflows you use regularly, you can bookmark them. They will be displayed in this bar, making them easy to access. Workflows are added from their information page, accessed from the spanner button. It's worth taking time to give them a descriptive name and icon.

Editorial's keyboard

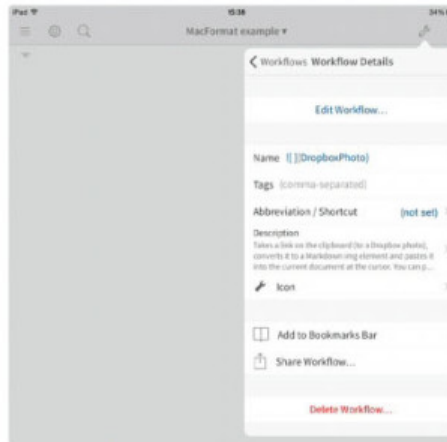
6 The app's keyboard provides a number of useful shortcuts. At the far right of the top row is an undo button. Tap the Snippets key to its left and you'll be presented with a list of text snippets to quickly insert into a document, including one which adds today's date at the cursor when you type 'ddd'.

HOW TO | USE ACTIONS AND WORKFLOWS



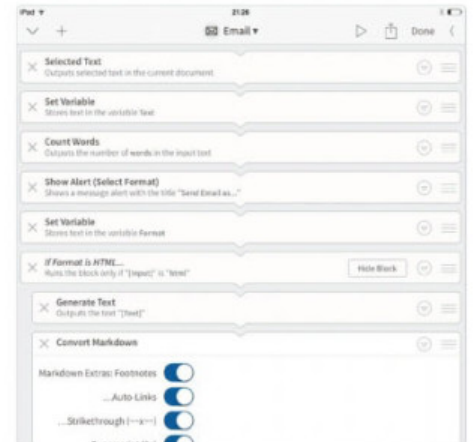
1 Download a workflow

To create a new Markdown document, tap the top-left icon to open the sidebar, then the button at the bottom-left. Next, tap the arrow at the top-right of the screen, tap Browser and visit editorial-workflows.com. Type 'Dropbox photo' in the site's search bar, tap the title of the item under Results and then Install Workflow. Confirm on the page that you want to proceed, and again in the dialog that pops up. To check it was a success, return to your document, tap the spanner icon and check the workflow is listed.



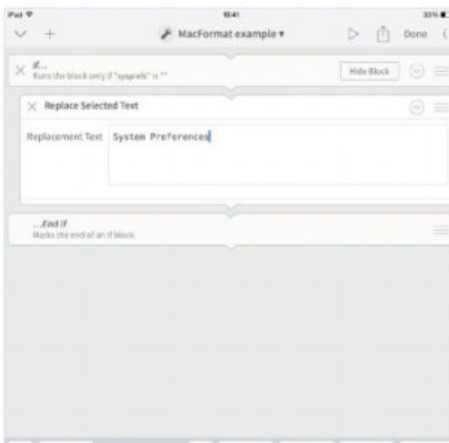
2 Use it to insert an image

Tap the 'i' next to the workflow in the list. Tap in the name field to give it a better name, then tap 'Add to Bookmarks Bar' so it's quicker to access. Go to the Dropbox app, find the photo you want, tap its Share button, then Copy Link. Return to Editorial and tap the workflow in the Bookmarks Bar. It should add Markdown code for the image. If you get an error telling you the link lacks an image extension, open another text app, paste the link, remove '?dl=0' from its end, copy it again and try again in Editorial.



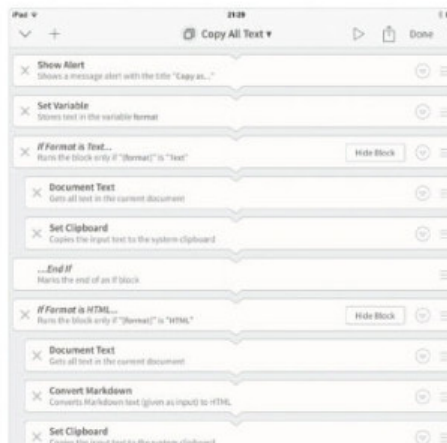
3 Understand workflows

Workflows in Editorial are usually made up of sequential actions (though a workflow can also be single action comprised of a Python script). Actions can do many things, such as converting Markdown to HTML, or searching for text. They have parameters that you set when creating a workflow, the types of which depend on the action. Each action takes the output from the preceding action as its input. Once you've set the parameters for an action, you can save its configuration as a preset to use again.



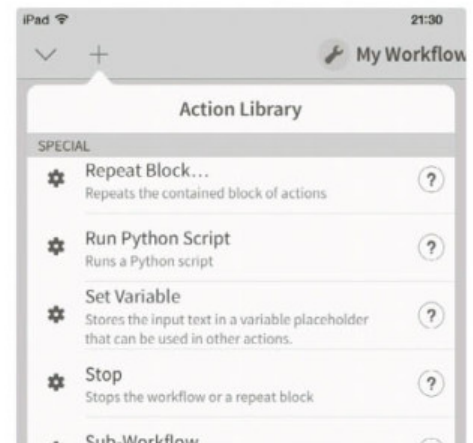
4 Variables and blocks

Variables can be used to substitute values into actions' text parameters. Built-in variables include selected text, file name, and date and time formats. So, to create a letter template with 'Date:' followed by today's date, you'd create an action to insert variables that format the date how you want it to look. When you want actions to run only when a condition is met, add the Conditional Block action and put them inside it. To repeat actions for every line of text that's input, use the Repeat Block action.



5 Edit existing workflows

The best way to understand how actions form workflows is to examine one included with the app. Tap the spanner icon, then the 'i' next to a workflow, then Edit Workflow to see its actions listed sequentially. Tap an action to see its options. To save your choices as a preset, and to rename the step, tap the down arrow at the right of the action's title bar. You can also drag an action to a different place in the sequence using the grip icon at its far right, though you don't want to do that in a pre-built workflow.



6 Create your own

The first step in creating a workflow from scratch is to plan what you want it to do: steps to get there, conditions to meet, variables needed, and so on. Next, check out the Action Library by tapping the spanner, then '+' to create a workflow, then '+' again. Read an action's documentation by tapping its adjacent '?' and work out the order of actions based on their input and what they produce. Store things you need later in variables. Detailed documentation about Editorial is at <http://bit.ly/mfEditorialDocs>.

Remote-control your PC

Access your Mac or PC from an iOS device, via Chrome Remote Desktop

SKILL LEVEL

Could be tricky

IT WILL TAKE

15 minutes

YOU'LL NEED

iOS device running iOS 7 or higher, Google Chrome, Chrome Remote Desktop

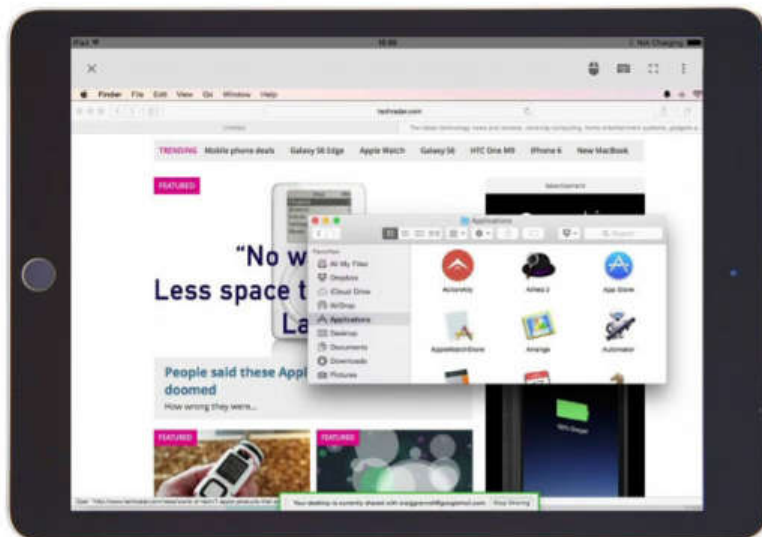


Apple is increasingly integrating OS X and iOS, enabling data, files and even half-completed emails to be passed back and forth between your Mac and iOS devices. However, one thing that's missing from the equation is a built-in means to directly control your Mac using an iPad or iPhone.

Plenty of remote desktop options exist, but Google's is entirely free and, during our testing, proved itself to be reliable and robust – not just for Macs, but PCs, too. However, the process of getting it up and running is quite involved – but we'll take you through it.

This walkthrough assumes you've downloaded and installed the free Google Chrome for OS X or PC (download from google.co.uk/chrome/browser/desktop). On installing, Google Chrome will ask if you want it to be your default browser – that's up to you, but not necessary for this guide.

There is another side to Chrome Remote Desktop that you might want



Access your Mac from your iOS devices, for free, using Chrome Remote Desktop.

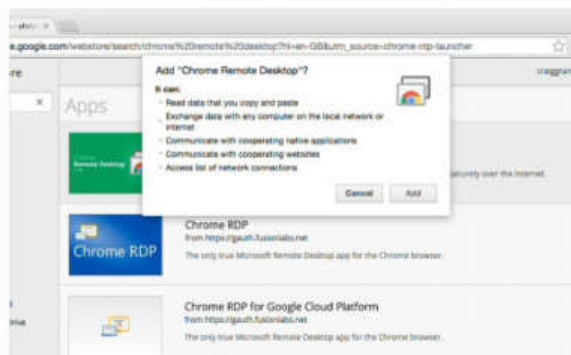
Plenty of remote desktop options exist, but Google's is free and proved reliable and robust

to explore after it's set up. The Remote Assistance option provides the means to remotely share computers over the web, securely connecting them via 12-character access codes. Once the system's working, it could be just the thing for helping out a relative when they have computer trouble!

HOW TO | GET STARTED WITH CHROME REMOTE DESKTOP

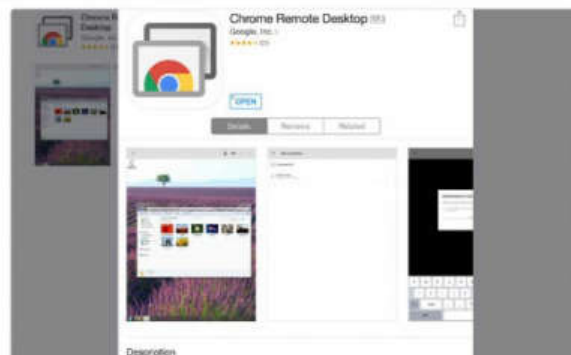
KEY ACCESS

The keyboard doesn't intelligently appear when it's needed. So to toggle it, tap the keyboard icon when the app's main toolbar is visible. Dismiss the keyboard with a second tap or the iOS keyboard key.



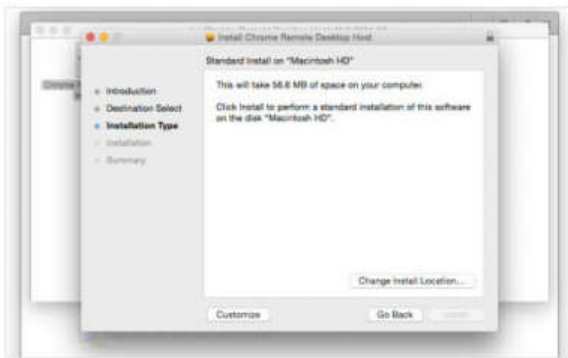
1 Install for Chrome

Go to chrome.google.com/webstore and search for 'Chrome Remote Desktop'. In the results, click the relevant 'free' button, then Add. You'll see Chrome App Launcher in your Dock on a Mac – launch it from there. Or, from a new Chrome tab, click Apps then Chrome Remote Desktop's icon.



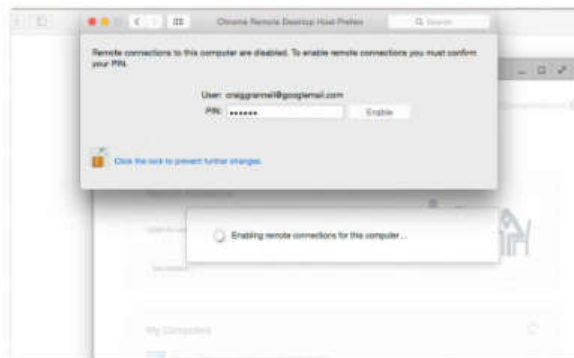
2 Install for iOS

Install the free Chrome Remote Desktop app, from the App Store, on each device you'd like to use to access your PC or Mac. Launch it and sign in to your Google account. Note that if you've already signed in to a Google account on your device, you might simply be prompted to select it.



3 Install the host

Back on the computer, click Continue, then Accept. Under My Computers, find and click Get Started. Click 'Enable remote connections' and an installer will download. Open this and install the Chrome Remote Desktop Host. Click Continue and Install when prompted.



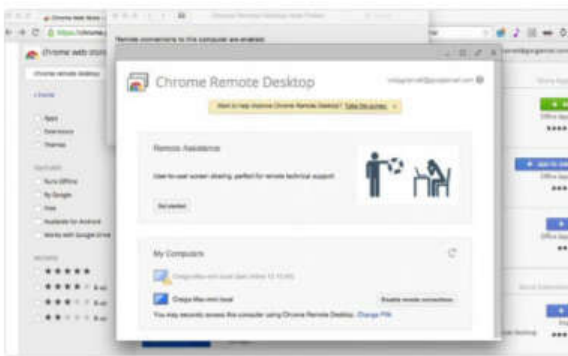
4 Define a PIN

Close the installer when done and return to Chrome Remote Desktop. It will ask for a PIN. (If it doesn't, click OK to dismiss any dialog boxes.) Type and retype your PIN and click OK. On Mac, when a System Preferences pane appears, click the lock, type your password, and enter the PIN.

ONE AT A TIME

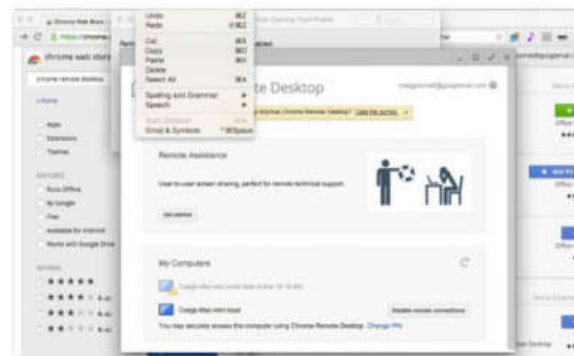


Although multiple iOS devices running Chrome Remote Desktop will be able to see your PC, only one of them can access it at a time. If you've already connected one device to your PC, it will be disconnected the second you connect another.



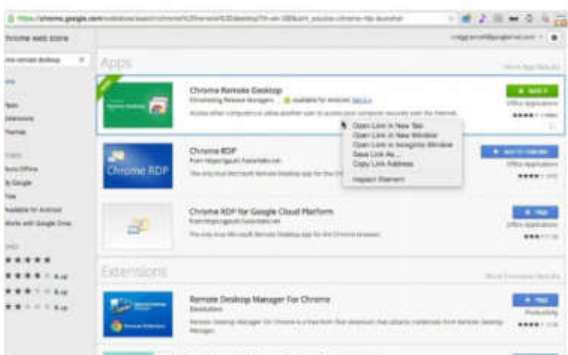
5 Access your Mac

On your iOS device, your Mac should be visible in My Computers. Tap it and a dialog box will appear. Tap within, type the PIN, then tap Connect. Your Mac's desktop should appear within a few seconds. On your iOS device and the Mac you'll see a bar that states the desktop is being shared.



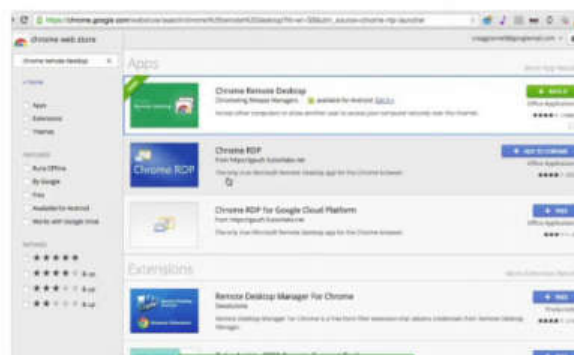
6 Point and... tap

There are two pointer modes, toggled via the mouse button in the toolbar. If the button is grey, you're in trackpad mode. The pointer won't be visible and single taps will perform mouse-click actions. If the PC or Mac desktop is too big for your iOS display, single-finger drag to move it.



7 Use mouse mode

Tap the mouse button and it'll turn blue. You'll see the standard mouse pointer appear on your iOS device. Drag anywhere on the screen and the pointer moves relative to the direction of your finger. Tap and two-finger-tap, respectively, are used for single click and right-click.



8 Zoom the screen

Use standard iOS two-finger pinch/unpinch gestures to zoom out and into the desktop. Tap the full-screen button (a square of four arrows) and the toolbar will vanish and you'll see your desktop on a black background. Tap the full-screen button again to return to standard view.

JARGON BUSTER

Remote desktop is a software feature that enables you to use a client device to display another computer's desktop. It's often used for tech support, but it's handy for controlling your PC or Mac using an iPad!

Borrow free library ebooks

OverDrive brings you ebooks and audiobooks from your local library

SKILL LEVEL

Anyone can do it

IT WILL TAKE

15 minutes

YOU'LL NEED

iOS device with iOS 6.0 or higher, Mac with OS X 10.6 or higher, library card



OverDrive doesn't get a lot of attention, but it's a must-have app for pretty much anyone who has ever picked up a book. It takes a few minutes to get it set up properly, but it's well worth the effort as this hidden gem of an app allows you to borrow free ebooks and audiobooks from your local library.

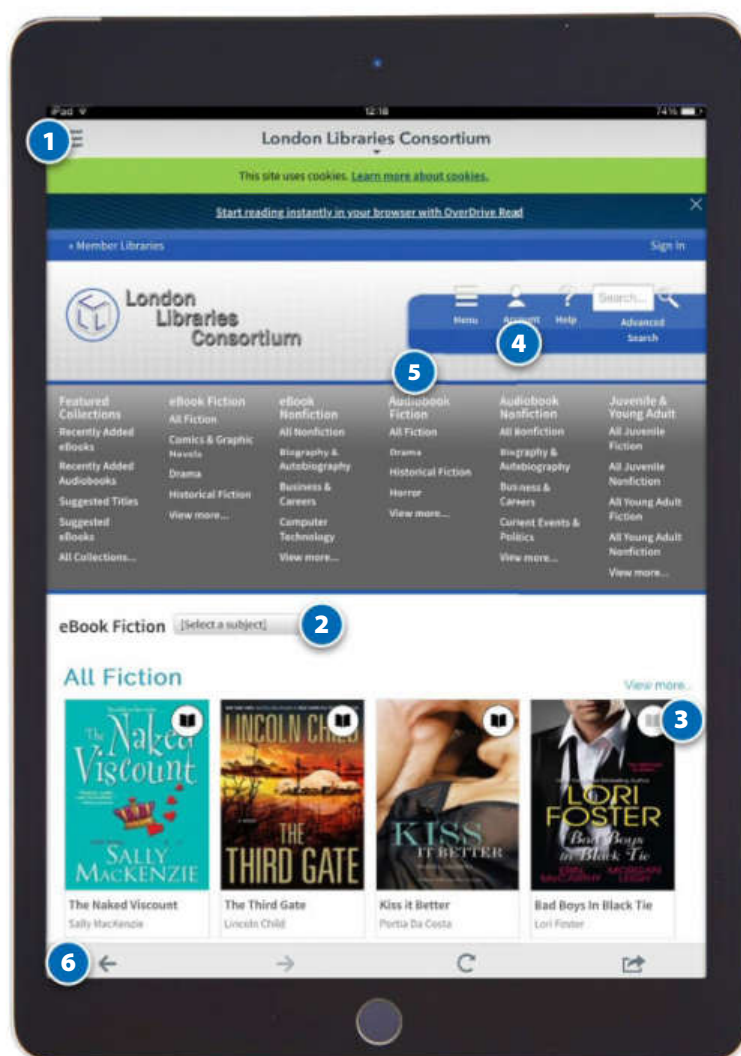
OverDrive is free to download from the App Store, and there's no charge for borrowing books – you don't even have to worry about paying a fine for overdue

books as the app automatically deletes your books at the end of the loan period.

The screen size of an iPad or iPad mini is ideal for reading ebooks that you download with OverDrive, and it can also be used to listen to audiobooks on an iPhone while travelling. There's an OverDrive app for Macs too, which can come in handy for students or teachers who need to do a bit of research in the classroom. The only catch is that you need to be a member of your local library in order to use it.

This hidden gem of an app allows you to borrow free ebooks and audiobooks from your local library

VISUAL GUIDE | OVERDRIVE ONLINE LIBRARY



Browse and borrow books from your local library without getting off the sofa

OverDrive options

1 The Menu button allows you to control a number of options, such as the ability to sync books across devices. You can limit downloads to Wi-Fi only, to preserve a monthly data allowance.

Browsing books

2 This menu allows you to browse books by category, such as romance, fantasy or thriller. There's also a search tool that allows you to search by title or the author's name. Most libraries have a good selection of non-fiction books too.

Wish list

3 Your library has a limited number of copies of each ebook. If this book icon is black, the book is available to borrow now. A grey icon means all copies are on loan. OverDrive will email you when the book is available.

Lending limits

4 Your OverDrive account follows your library's normal lending policies. iPad User's local

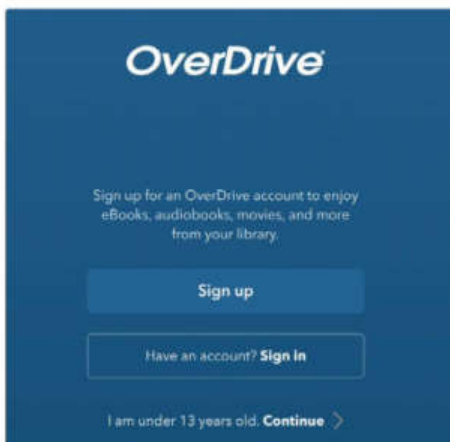
library lets us borrow five books for 21 days each, and OverDrive automatically deletes books at the end of the loan period. You can also delete them yourself if you finish before then.

Audiobooks

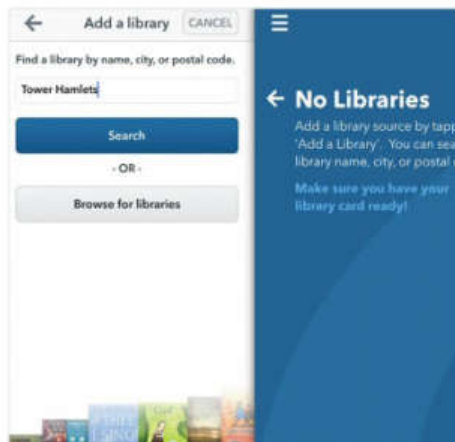
5 Most local libraries will allow you to borrow audiobooks too. The audiobook controls in OverDrive include options such as a sleep-timer, so that you can listen to books in bed at night and leave the app to turn itself off after a specified amount of time.

Turning pages

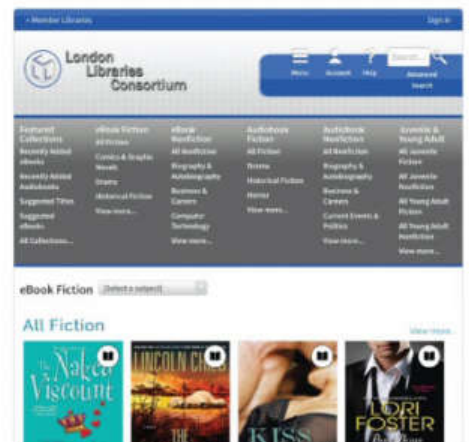
6 OverDrive works a bit like a web browser, and each book has its own home page that provides more info about the book and the author. You can use these navigation controls to move forwards and backwards through a series of books. It's also possible to read books in a web browser, so you can still read your books on devices that may not have the OverDrive app installed.

HOW TO | BROWSE AND BORROW BOOKS**1 OverDrive account**

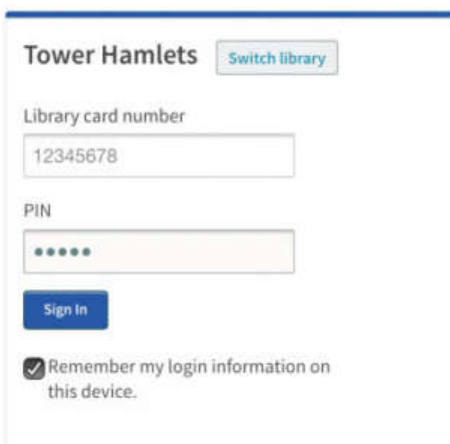
When you first launch OverDrive you'll be prompted to create an account. You can browse through the app to see how it works first, but you can't actually download any books without one. Creating your account activates the Adobe DRM software – digital rights management – that OverDrive uses to prevent people from making illegal copies of books. Your account also allows you to sync your books – including bookmarks – to multiple devices, such as an iPad at home and an iPhone for the train.

**2 Library list**

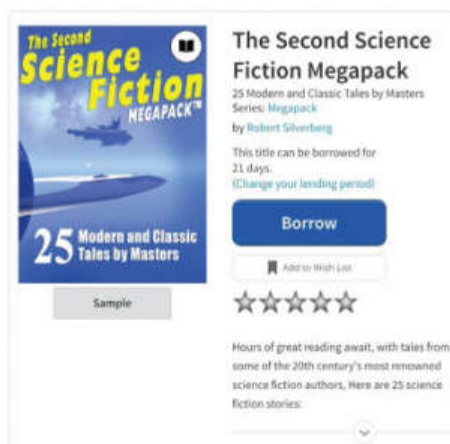
The next step is to tell OverDrive which library you belong to. The developers work with libraries all over the world, and the app includes a list of libraries organised by country that you can browse through. You probably won't find your little local branch library in that list – unless it's well known for having a specialist collection – but enter the name of your city or your local council into the search field and OverDrive will check to see if there's an online library service in your area.

**3 Free books!**

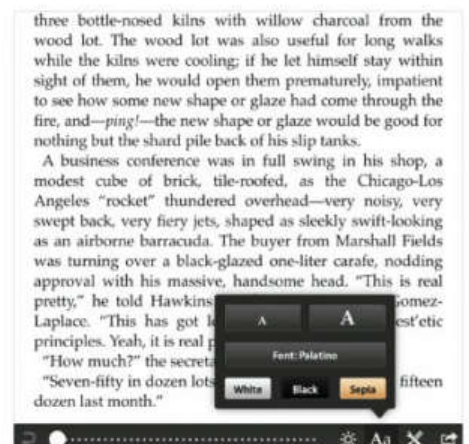
Our London location comes under the London Libraries Consortium, and there are similar groups of libraries covering most parts of the UK. OverDrive now shows the home page for that group of libraries. The large grey menu section lists all the different categories of books and audiobooks that are on offer – fiction and non-fiction, and even comics and graphic novels. We can browse the collection from here, but can't actually borrow anything until signed in with library membership details.

**4 Library card**

You can only borrow books from a library you belong to, so if you're not already a member of your local library then this is a good time to sign up. Your library membership card will have both a membership number and a PIN for security, and you need to enter those into OverDrive so it can confirm your membership. OverDrive can connect you to hundreds of libraries all around the world, although most people will just belong to one library in their own local area.

**5 The Borrow button**

The search tools on your library's home page allow you to browse through categories, or to locate specific authors or titles. All books and audiobooks allow you to read or listen to a short sample before borrowing, and if you click on the author's name you'll see other books from the same pen. If the book is available you can click the Borrow button to download it, but if all copies of a book are already on loan you can add it to your Wish List, and OverDrive will send you an email when it becomes available.

**6 Easy reading**

OverDrive is similar to Apple's iBooks app, showing you each text page individually and allowing you to turn the page simply by swiping left or right. The menu button in the top-right corner allows you to quickly select chapters, while the button in the top-left corner returns you to your library's home page. If you tap in the middle of a page OverDrive displays additional controls, such as selecting a different typeface and size. And, of course, there are the obligatory social media options.

Archive photos to Flickr

Use the website's free 1TB of storage to back up and share your iOS snaps

SKILL LEVEL

Anyone can do it

IT WILL TAKE

30 minutes

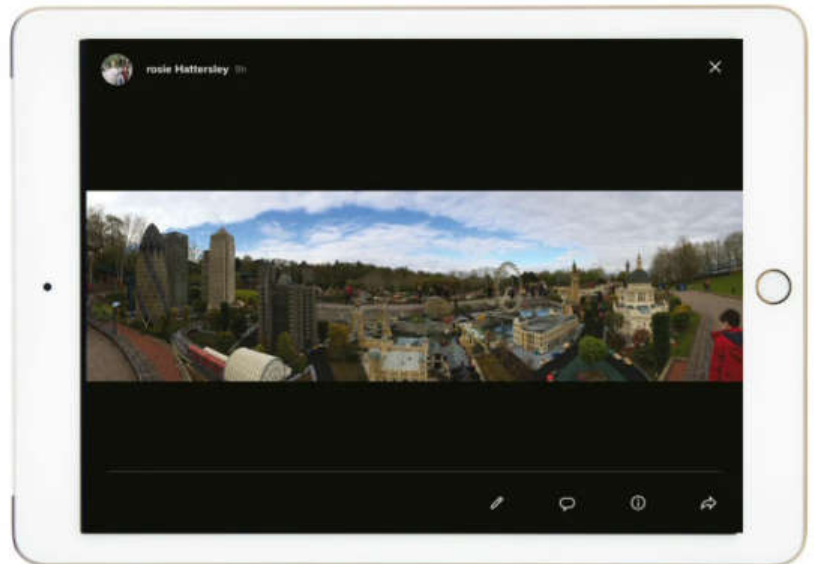
YOU'LL NEED

A Flickr account, Flickr app for iPad or iPhone, iPad or iPhone, a Wi-Fi connection



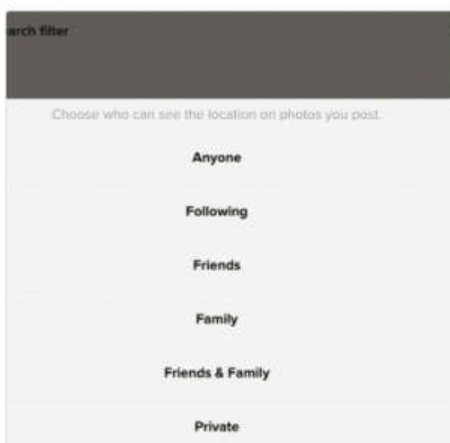
If you routinely sync your iPad and iPhone with your Mac and use iCloud storage, you might not be too concerned about losing your Apple device. It can cost a lot to store photos this way, though. And storing huge amounts of data slows your iPad or iPhone. Plus, it's no fun sifting through thousands of pics when you don't have the time to find a particular one.

Flickr is free and offers a whopping 1TB of storage. You can view slideshows online as well as on your iPad or iPhone, and you have full control over whether photos are private, shared with friends and family or with the wider world. The app's Auto-Uploadr function syncs your iPad and iPhone photos to your Flickr account, or you can upload individual photos from your Camera Roll.



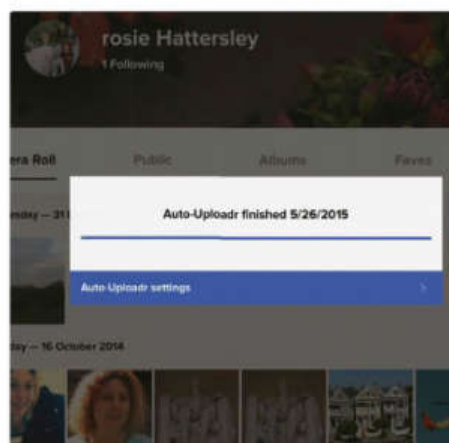
iCloud's great, but Flickr's 1TB of online storage make for the perfect repository for your digital photos, especially as you can upload large original image sizes as they were captured on a DSLR.

HOW TO | STORE YOUR PHOTO ARCHIVE ON FLICKR



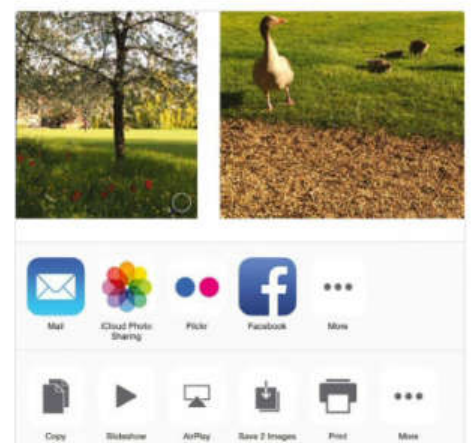
1 Set sharing preferences

Go to [Flickr.com](https://www.flickr.com) and choose a username and password (you may need to create a free Yahoo! email account). Next, install the Flickr app from the App Store and add your account details when prompted. Add a profile photo then go to Settings > 'Privacy and safety' to set your privacy preferences. Turn on Photo Stream if you want photos from your iPhone to appear on your iPad and in your Flickr account.



2 Auto uploading photos

Open the Flickr app on your iPad and you should see a message that all your photos have been synced using Auto-Uploadr. Auto-Uploadr can only work on a Wi-Fi connection. If you've got an iPad with 3G or 4G and take lots of photos, it's best to switch off Use 3G. Your Camera Roll shows the most recent thumbnails and you can mark them as Faves or Public – the latter allows other Flickr users to see them.



3 Adding more photos

A hefty iPad photo collection can take an hour to upload to Flickr. If deleting photos from your iPad, make sure you've got a copy. If you're sharing photos using Photo Stream, images deleted from your iPad won't show up on your iPhone unless they were taken with it. If you don't want to add your whole collection, open the Photos app on your iPad, tap Share then tap the Flickr icon to upload an image.



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GEAR

Our round-up of the hottest products out now for your iPad

Netatmo Welcome

★★★★★

£199 Netatmo, netatmo.com

Most security cameras can detect motion and tell you when there's someone moving around in your home, but the Welcome goes one step further by using face-recognition technology to differentiate between people that you trust – such as members of your own family – and unwelcome strangers. It stores its HD recordings on an 8GB memory card and sends you a notification with a photo snapshot whenever it detects motion or a face that it doesn't recognise. You can then decide if you want to use the app to stream or download the video recording from the camera to your iPad. It's easy to set up, though the app is unclear when you're trying to set up family members' faces. **Cliff Joseph**



ThermalTake Contour

★★★★★

£50 Thermaltake, ttesports.com

This iOS game controller is full-size, like those for Xbox One or PS4. A flip-up clip holds an iPhone or iPod touch, but it didn't fold back enough for us; when our grip or line of sight was good, the other became awkward. Otherwise, it's pretty good to use. It feels solid and is a nice weight (though adding a phone in pushes the weight towards the back). Its face buttons feel crisp in action, while the analog sticks are fairly stiff, but give good feedback. However, though the d-pad also make a nice click when pressed, you don't really get any feedback when moving from one direction to another, making it hard to use it purely by feel. The analog shoulder buttons are a little on the soft side, with fairly short travel, but work well enough. All in all, it's a good choice for an iOS gamepad, but not quite great. **Matt Bolton**

Garmin Virb Elite

★★★★★

£199 Garmin, garmin.com

The Garmin VIRB Elite blends action-camera features with GPS technology. Those features are light, with a maximum video resolution of 1080p at 30fps and GPS data recording, but no navigation or route planning. However, it balances them in a usable way that will appeal to many people. The fairly large design makes it easy to handle, with direct access buttons covering the side of the case. The VIRB Elite offers lens correction and image stabilization of its footage. As well as direct control, the VIRB Elite also enables control from iOS devices over Wi-Fi, though surprisingly it doesn't enable you to play back footage from the VIRB to your mobile device. Options for video resolution are limited but playback quality is good, showing natural color with plenty of detail and tonal gradation. **Ali Jennings**



Philips Hue Go

★★★★★

£79 Philips, meethue.com

This half-a-honeydew-melon-sized LED lamp – part of Hue, Philips' smart lighting range – has an internal battery, meaning it can be used unplugged from wall socket for three hours, albeit at a dimmer level. It's designed for mood and accent lighting, and it integrates into Philips' Hue system so you can control it from your iOS device, but it can be used as a standalone light too. Press a button on the base to pick a warm or cool light, a lifelike flickering candle, or five slowly cycling colorful dynamic light scenes – or pick one of 16 million colors with the app, though you can't choose the dynamic scenes from there. It's lovely for creating soft, pleasant mood lighting for the evening. **Christopher Phin**



Manfrotto Digital Director

★★★★★

£399 Manfrotto, manfrotto.co.uk

Place your iPad in this and connect it to a compatible Canon or Nikon SLR, and the accompanying app gives you a live feed of the camera's view and control of its functions – aperture, shutter speed, focus and much more can be adjusted live on the touchscreen. Shots you take can be immediately viewed on the iPad, and you can rate images as you take them (though these won't track through to Lightroom, sadly). Some features work better than others, but this is a very cool and potentially very useful accessory for photographers. **Ali Jennings**



Logitech UE Roll

★★★★★

£99 Logitech, ultimateears.com

Waterproof speakers seem to be all the rage at the moment, but this latest addition to the Ultimate Ears range is one of the best we've seen. Its colourful design sets it apart, and is available in a variety of different colors and patterns. The built-in Bluetooth has a range of up to 65ft, and the rechargeable battery should last for eight to nine hours at a time. It's also more rugged than many of its waterproof rivals, with an IPX7 rating that shows it can survive in 1m of water for up to 30 minutes. And it sounds great, with quite respectable bass for such a compact device, while higher frequencies sound light and clear too. **Cliff Joseph**



Sennheiser ClipMic Digital

★★★★★

£139 Sennheiser, sennheiser.com

This is basically a Sennheiser ME 2 lavalier (lapel clip) mic with a Lightning adapter on the other end instead of a 3.5mm jack. That's a good thing, because the ME 2 is a well-regarded mid-range mic. You can record audio directly into the Apogee MetaRecorder app on your iPhone, with gain and effects controls, or use the mic with Camera or most other apps. Configure the mic in Apogee Maestro and the settings are saved to the hardware itself, so these apply regardless of which app you're using – a very useful touch. The mic does a great job of isolating your voice, and the wind shield is surprisingly effective. It's not cheap for "just" a microphone, but if you need semi-professional audio, the results are worth it. **Christopher Phin**



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